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Since the publication of the Government Printing and Binding Regulations by the Joint Committee on Printing, the 1977 edition has been reprinted several times. The current reprint includes corrections of outdated and incorrect material from the 1977 edition, and an appendix of letters to departmental administrators by the Joint Committee on Printing that have been distributed subsequent to the issuance of the 1977 regulations.

April 1986

CHARLES McC. MATHIAS, Jr.
Chairman, Joint Committee on Printing

99TH CONGRESS

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Government Printing & Binding Regulations

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AUTHORITY OF THE JOINT COMMITTEE ON PRINTING

[Extracts from United States Code, title 44]

§ 103. Joint Committee on Printing: remedial powers

The Joint Committee on Printing may use any measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.

§ 501. Government printing, binding, and blank-book work to be done at Government Printing Office

All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except—

(1) classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and

(2) printing in field printing plants operated by an executive department, independent office or establishment, and the procurement of printing by an executive department, independent office or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.

Printing or binding may be done at the Government Printing Office only when authorized by law.

§ 502. Procurement of printing, binding, and blank-book work by Public Printer

Printing, binding, and blank-book work authorized by law, which the Public Printer is not able or equipped to do at the Government Printing Office, may be produced elsewhere under contracts made by him with the approval of the Joint Committee on Printing.

GOVERNMENT PRINTING AND BINDING REGULATIONS OF THE JOINT COMMITTEE ON PRINTING

(All references to these Regulations must cite number and paragraph)

Resolved by the Joint Committee on Printing, under authority of sections 103, 501, and 502, title 44, United States Code, That, except as otherwise provided herein, from and after April 4, 1977, the following shall supersede and repeal all regulations heretofore promulgated by the committee which are inconsistent herewith.

95TH CONGRESS

JOINT COMMITTEE ON PRINTING

CONGRESS OF THE UNITED STATES

HOWARD W. CANNON, *Chairman*, SENATOR FROM NEVADA
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DENVER DICKERSON, *Staff Director*

Committee Room: S-151, United States Capitol
Phone: 224-5241

LETTER OF TRANSMITTAL

April 4, 1977.

To: All Departments.

The Joint Committee on Printing herewith transmits Government Printing and Binding Regulations No. 24, effective April 4, 1977, with substantive changes relative to Government printing, binding and distribution which were recommended, reviewed and generally concurred in by representatives of the executive and military departments, independent agencies, the Government Printing Office, and this Committee. These regulations supersede all previous issues.

We are pleased to note the important additional involvement of Federal customers with the competitive commercial procurement printing program. In that context, we are advised that GPO Regional Printing Procurement Office personnel are available for customer consultation on printing requirements involving schedules, paper stocks, economical trim sizes, etc.

As previously noted, procurements through these offices must provide adequate lead-time. Departures from that basic principle inevitably reduce competition and increase costs and must not continue.

A demonstrated inability to procure appropriate work through the GPO–RPPO's will continue to be the committee's primary consideration in evaluating requests for authority to replace or augment printing press equipment.

Based on the conviction that the national need to conserve energy is a long-term requirement, your attention is directed to some of the provisions covered in the February 14, 1977, communication to the heads of all departments and agencies, as follows:

"Every feasible means of decreasing the need for energy in the production of Government printing must be pinpointed and adopted.

"The use of coated stock should be restricted to the relatively few fine quality publications which require highest fidelity halftone reproduction . . .

"Full reverse printing should be used only where the heavy-ink process is absolutely essential."

Recognizing the current emphasis on metrication provided by the Metric Conversion Act (Public Law 94-168), together with the growing interest in standardizing paper sizes for office paperwork and publications, the committee has amended the production unit definition to reflect an 8½- x 11-inch size (215 x 280 mm).

It is our intent to encourage appropriate steps toward reaching correct conclusions as they relate to Federal printing and paper sizes. To that end, we will authorize and direct the creation of a committee with representatives to be designated by the Public Printer, the Administrator of the General Services Administration and the Secretary of Commerce.

That committee, under the chairmanship of a Joint Committee representative, will be charged to include continuing representation in its deliberations from the printing and paper industries of the United States. Its work shall be concluded with a report to the Joint Committee on its findings and conclusions, together with specific recommendations, to be submitted not later than October 1, 1978.

Changes in these regulations will be found in the following paragraphs: 1, 2, 4, 5, 7, 8, 11, 13, 15, 16, 26, 30, 31, 34, 39, 40, 41, 47, 48, 49, and 55.

Constructive suggestions or amendments to any provisions of these regulations which do not appear to serve the best interests of the Government continue to be invited.

Sincerely yours,

Howard W. Cannon

Chairman, Joint Committee on Printing.

TITLE I: DEFINITIONS

1-1. Printing.—The term "printing" as used in these regulations shall be construed to include and apply to the processes of composition, platemaking, presswork, binding, and microform; the equipment as classified in the tables in Title II and used in such processes; or the end items produced by such processes and equipment.

1-2. Composition.—Composition as used in these regulations applies to the setting of type by hot-metal casting, phototypesetting, or electronic character generating devices for the purpose of producing camera copy, negatives, a plate or image to be used in the production of printing or microform.

1-3. Microform.—The term "microform," as used in these regulations, applies to any product, produced in miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material, but not including microfilming of administrative records, accounting reports, or similar items.

2-1. Duplicating/Copying.—The term "duplicating/copying" as used in these regulations means that material produced by use of (a) equipment listed in column 2 of the equipment tables and (b) duplicating equipment employing the lithographic process; and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes: *Provided*, That work exceeding 5,000 production units of any one page, and work exceeding 25,000 production units in the aggregate of multiple pages, shall not be done without prior authority of: (a) the Central Printing and Publications Management Organization as provided in paragraph 30 of these regulations; or (b) the Joint Committee on Printing.

2-2. A report shall be forwarded to the Committee not later than 30 days after the close of each quarter, listing individual jobs by title, quantity (pages and copies), date, and where done, which exceed either the 5,000 or 25,000 production units.

2-3. Microform Duplicating.—The term "Microform Duplicating," as used in these regulations, means the production of not

more than 250 duplicates from original microform, as defined in paragraph 7–2.

3. **Department.**—The term "department", as used in these regulations, means any executive or military department or independent agency and temporary or permanent committees and commissions of the Government.

4–1. **Printing Plant.**—The term "printing plant," as used in these regulations, means any plant which produces "printing" as defined in paragraph 1, owned or operated wholly or in part by the Government or at Government expense, and shall include all such plants located on property owned or controlled by the Government. No printing plant shall be operated without prior authorization of the Joint Committee on Printing. No plant shall be moved from the building in which it was authorized for operation, or disestablished, without prior authority of the committee. No printing plant may be operated by a commercial contractor without prior approval of the Joint Committee on Printing.

4–2. Authorized plants shall be equipped to produce only that work which is not deemed to be commercially procurable. All work that can be procured within the necessary time constraints, except as provided in paragraph 49–2 of these regulations, will be forwarded to the Government Printing Office or its Regional Printing Procurement Office, as the case may be, for commercial procurement under contracts established for that purpose. Departments are required to solicit the opinion of the GPO as to the procurability of their individual printing requirements.

4–3. **Map and Chart Printing Plants.**—These plants are authorized to produce multicolor flat and/or folded maps and charts without referral to GPO procurement offices. In-house production, however, is limited to maps and charts, with all other supporting publications to be procured commercially through the GPO unless otherwise authorized by the Joint Committee on Printing. Only those departments which are authorized to operate map and chart printing plants have the option to procure map and chart work directly from commercial sources or through GPO procurement offices.

5. **Government Printing Office Regional Printing Procurement Office (GPO–RPPO).**—This term means any office, established by the Public Printer in accordance with Joint Committee on Printing authorization, which shall procure Federal printing needs which are determined to be commercially procurable. Except for orders submitted to the GPO Central Office and those placed by departments on direct-deal contracts authorized by GPO, all orders must

be forwarded to the nearest GPO–RPPO. The GPO–RPPO will determine the area of bid competition, considering all factors, including lead-time and transportation costs.

6. Federal Printing.—This term means all printing as defined in paragraph 1 for the use of all departments, irrespective of the place of production or procurement origin or ultimate end-use.

Determination as to where Federal printing is to be requisitioned shall be made by the head of each department through a central printing and publications management service, as defined in paragraph 30, in accordance with the collective provisions provided in paragraphs 4, 5, 28, and 46.

7–1. Production Unit.—A production unit means one sheet, size 8½ x 11 inches (215 x 280 mm), one side only, one color.

7–2. Microform Production Unit.—A production unit for microform, for the purposes of these regulations, is defined as one roll of microfilm 100 feet in length or one microfiche.

7–3. All production from presses of whatever size shall be computed on the basis of the unit size of press multiplied by the number of impressions obtained from the individual press concerned. For example:

	Units
11 by 17 inches or less (10¾ x 14¼ maximum image)	1
11 by 17 inches or less, tandem (10¾ x 14¼ maximum image)	2
11 by 17 inches	2
14 by 20 inches	2
15 by 18 inches	2
11 by 17 inches, tandem	4
17 by 22 inches	4
19 by 25 inches	4
22 by 29 inches	6
22 by 34 inches	8
23 by 36 inches	8
25 by 38 inches	10
23 by 36 inches, perfecting	16
34 by 44 inches	16
45 by 48 inches	24
42 by 58 inches	28
48 by 54 inches	30

ENGLISH-METRIC CONVERSION TABLE

English	*Metric Equivalent*	*English*	*Metric Equivalent*
10¾" x 14¼"	273 x 362 mm	22" x 34"	559 x 864 mm
11" x 17"	279 x 432 mm	23" x 36"	584 x 914 mm
14" x 20"	356 x 508 mm	25" x 38"	635 x 965 mm
15" x 18"	381 x 457 mm	34" x 44"	864 x 1118 mm
17" x 22"	432 x 559 mm	45" x 48"	1143 x 1219 mm
19" x 25"	483 x 635 mm	42" x 58"	1067 x 1473 mm
22" x 29"	559 x 737 mm	48" x 54"	1219 x 1372 mm

TITLE II: EQUIPMENT

8–1. Equipment: Printing, Binding, and Related or Auxiliary.—Determination as to classification has been made on certain basic equipment types, and is indicated on the following four tables which are provided for guidance to departments. **These tables give basic, representative types of equipment only, and should not be considered as an all-inclusive listing.**

8–2. An X in column 1 shown in the following listing indicates that Joint Committee on Printing approval is necessary prior to acquisition. Except as indicated by footnotes in the following listing, an X in column 2 indicates that the equipment listed therein may be acquired without Joint Committee on Printing approval. Column 2 equipment acquired for use in a printing plant shall be included on the annual inventory report, JCP Form No. 5.

8–3. Buy American Act.—Attention is directed to the Buy American Act (41 U.S. Code 10 a–d) which provides that the Government give preference to domestic source end products, pursuant to requirements administered in accordance with Executive Order No. 10582, dated December 17, 1954, as amended by Executive Order 11051, September 27, 1962.

COMPOSING AND RELATED EQUIPMENT

	(1)	(2)
CAMERAS, composing	X	
CASTING MACHINES, lead and rule	X	
COMPUTER OUTPUT MICROFORM (COM) DEVICES	X[1]	
CUTTERS, lead, rule and slug	X	
KEYBOARDS, TAPE ACTIVATED, for operating phototypesetting machines.	X	
MITERING MACHINES, printers'	X	
MOLDING MACHINES, rubber or plastic, molding from type	X	
MORTISING MACHINES	X	
PHOTOCOMPOSITION DEVICES, display matter		X
PHOTOGRAPHIC/ELECTRONIC CHARACTER GENERATING DEVICES	X[1]	
PHOTOTYPESETTING MACHINES	X	
PROOF PRESSES, letterpress or offset	X	
ROUTERS AND TYPE-HIGH MACHINES	X	
SAWS, metal-trimmer, printers'	X	
STEREOTYPE CASTING MACHINES	X	
TABLES, imposing, correcting	X	
TYPECASTING AND TYPESETTING MACHINES	X	

[1] JCP authorization is required only when used in the printing process as defined in paragraph 1.

PLATEMAKING AND RELATED EQUIPMENT

	(1)	(2)
BEVELING MACHINES, printers'	X	
CAMERAS, process		X[1]
COPY-PROCESSING MACHINES, not requiring the use of negatives or metal plates.		X
DRIERS, print and film		X[1]
LAMPS, camera and platemaking		X[1]
LETTERPRESS, PLATEMAKING UNITS	X	
LETTERPRESS, PLATEMAKING UNITS, photopolymer	X	
MICROFORM PLATEMAKER		X
MICROGRAPHIC DUPLICATOR		X
MORTISING MACHINES	X	
OFFSET PLATEMAKING UNITS, not requiring the use of negatives		X
OFFSET PLATEMAKING UNITS, requiring the use of negatives		X[1]
OFFSET PLATEMAKING UNITS, projection with or without negatives	X	
PHOTOCOMPOSING MACHINES, step and repeat	X	
PLANERS, power-operated	X	
PLATE COATER, offset, automatic		X[1]
PRESSES, molding	X	
PROCESSORS, film		X[1]
PROCESSORS, plate, offset, automatic		X[1]
PROOF PRESSES, letterpress, offset	X	
ROUTERS AND TYPE-HIGH MACHINES	X	
SAW TRIMMERS, power-operated	X	
SINKS, temperature-control		X[1]
TABLES, plate rub-up, opaquing, lineup and register, etc		X[1]
VACUUM FRAMES, printing, plate		X[1]

[1] Not authorized for use in connection with duplicating/copying as defined in paragraph 2.

PRINTING PRESSES AND RELATED EQUIPMENT

	(1)	(2)
COPIERS/DUPLICATORS:		
Automatic copy-processing or copier-duplicating machines, producing copies by electrostatic, thermal, or other copying processes.	.....	X
DAMPENER CLEANERS, press	X	
DRIERS, press	X	
DUPLICATORS:		
Offset, lithographic, sheet-fed, perfecting, and tandem:		
Single unit, or two-unit perfecting and tandem, sheet-fed (11 x 17 inches with image maximum of 10¾ x 14¼ inches).	.....	X[1]
PRESSES, printing:		
Combination offset lithographic and letterpress	X	
Electrostatic	X	
Engraving	X	
Flexographic or Aniline	X	
Gravure and rotogravure	X	
Imprinting	X	
Letterpress, rotary, wraparound, cylinder, flatbed, web, or platen.	X	
Offset, lithographic, other than duplicators	X	
Silk screen process unit, power-operated	X	
Thermographic or embossing	X	

[1] Acquisition of tandem or two-unit perfecting presses by nonprinting facilities shall be reported to the Joint Committee on Printing within 30 days.

BINDING AND RELATED EQUIPMENT

	(1)	(2)
ADDRESSING AND MAILING MACHINES, hand-operated and automatic		X
BINDING MACHINES, adhesive, wire or plastic, hand-operated and electric table models.		X
BINDING MACHINES, adhesive (perfect), wire or plastic, power-operated, except electric table models.	X	
BOOK CARTON INSERTER AND SEALER	X	
BUNDLING MACHINES OR PRESSES		X
COLLATING MACHINES, including stitching attachments, power-operated:		
Sheet only		X [1]
Signatures, or sheet and signatures	X	
COLORING MACHINES, paper, web- or sheet-fed	X	
CONDITIONING MACHINES, paper	X	
CORNERING MACHINES, paper, power-operated	X	
CUTTERS, paper, up to 31 inches		X
CUTTERS, paper, over 31 inches	X	
DRILLING MACHINES, paper, power-operated, over 3-spindle	X	
DRILLING MACHINES, paper, power-operated, up to 3-spindle		X
EYELETTING MACHINES, tag, power-operated	X	
FOLDING MACHINES, sheet-size capacity 14" x 24" or less		X
FOLDING MACHINES, sheet-size capacity larger than 14" x 24"	X	
FOLDING MACHINES, sheet-fed, for folding diazo prints, etc		X
GATHERING MACHINES, power-operated	X	
INSETTING MACHINES, signature	X	
JOGGING MACHINES, power-operated, except portable and electric table models.	X	
LAMINATING MACHINES		X
PACKAGING AND TYING MACHINES		X
PERFORATOR, power-operated	X	
PRESSES, bindery, backing, die-cutting, stamping, etc	X	
PUNCHING MACHINES, paper, power-operated, except electric table models.	X	
PUNCHING MACHINES, hand-operated and electric table models		X
SEALING MACHINES, pamphlet, automatic		X
SEWING MACHINES, book	X	
STAPLING MACHINES, wire spools or preformed staples, power-operated, except electric table models.	X	
STITCHING AND STAPLING MACHINES, box		X
STITCHING MACHINES, paper, power-operated (single- and dual-head, maximum capacity ⅞").		X
STITCHING MACHINES, paper, power-operated (multihead)	X	
STRIPPING MACHINES, book	X	
TABLES, bindery, gathering, rotary, power-operated		X
THERMOGRAPHIC OR EMBOSSING PRESS	X	
TRIMMER, book, power-operated	X	
WRAPPER, AND/OR BANDING MACHINES (kraft paper or shrink film)		X

[1] The Joint Committee on Printing directs that all such machines, acquired by Government installations other than printing plants, be reported by department headquarters to the committee on JCP Form No. 3.

9. Equipment: Purchase, Rental, or Transfer.—Procedure for the purchase, rental, or transfer of printing, binding, and related or auxiliary equipment, as listed in columns 1 and 2 of the four tables in paragraph 8, shall be as follows:

(a) The purchase, rental, or transfer of column 1 items require prior approval of the Joint Committee on Printing. All requests for prior approval of the committee to acquire equipment shall contain justification for its need, name and location of installation where needed, size (11- by 17-inch presses must show unit or plate image size), and shall be submitted in duplicate.

(b) Purchase requests must show make (or equal) and estimated cost, together with expected trade-in allowance, if applicable; transfer requests must show make, age, condition, serial number, and estimated value; and rental requests must show make (or equal), and rental cost. When any transaction requiring prior approval of the Joint Committee on Printing has been completed, the committee shall be immediately notified thereof on form accompanying the authorization.

(c) Joint Committee on Printing authorizations to purchase, rent or transfer equipment, except as otherwise provided as a part of the approval, are void after one year unless completed by action, or by obligation of funds.

(d) Requests for authority to rent equipment, unless otherwise indicated, will be considered to be lease-purchase or purchase option arrangements. Until equipment is purchased, such authorizations will be subject to renewal annually.

(e) The JCP approval number on all purchase and rental actions shall be cited on all advertisements and procurement documents which are related to the acquisition of JCP controlled equipment.

10. Equipment, Disposal of Excess.—Procedure for disposing of printing equipment determined by each department to be excess to its needs is as follows:

(a) All items listed in columns 1 and 2 of paragraph 8 which are used in an authorized printing plant may be disposed of in accordance with existing Government surplus property disposal procedures without reference to the committee. Equipment disposals shall be reported to the committee on JCP Form No. 7 within 30 days after completion of the disposal action.

(b) To estimate the value of printing equipment:

(1) Determine the normal life expectancy according to table I. (Page 28.)

(2) Select the applicable condition in table II (page 29), column A, the normal life in column B, and (reading to the right) under C, the percentage.

(3) Multiply the original cost of the equipment by the percentage.

11. New Processes.—Frequently there appear upon the market certain types of printing, binding, and related or auxiliary equipment utilizing newly developed or improved processes or new principles of operation. Before any such equipment is acquired, which will be used as a substitute for those processes described in paragraph 1, Joint Committee on Printing prior approval is required and departments shall provide the committee with all available information pertaining thereto. *(Please see JCP letter of February 15, 1979, on p. 55.)*

12. Research and Development.—The Committee shall be advised and shall be supplied with all available data pertaining to departmental plans to engage in applied research and/or development which may affect printing, binding and related or auxiliary fields, contractually or otherwise. Such advice and data will be supplied the committee prior to the establishment of any contracts or the advertisement of requests for proposals. In addition, if printing or related equipment is required in conjunction with such research or as a result of the research, prior approval of the committee is necessary before procurement.

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TITLE III: GENERAL PROVISIONS

13. Advertisements, Commercial.—No Government publication or other Government printed matter, prepared or produced with either appropriated or nonappropriated funds or identified with an activity of the Government, shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain material which implies in any manner that the Government endorses or favors any specific commercial product, commodity, or service.

The Committee is of the opinion that commercial advertising is not a proper or authorized function of the Government. Such advertisements are unfair to those who do not so advertise in that, whether intentionally or not, they are frequently made to appear to have the sanction of the Government. Furthermore, the publication of such advertisements is unjust to the public in that the advertisers profit thereby at the expense of the Government, particularly as a considerable number of the publications are circulated free, at least in part, under Government frank. Advertising in Government publications is also unfair to the publishers of other periodicals in that they generally cannot meet such competition, owing to the great advantage possessed by a Government publication. Another reason for objecting is that advertisers are apt to use Government periodicals for the purpose of currying favor with the officers issuing the same or the special class among whom such publications are circulated. This is a temptation that the Government ought not to encourage.

14. Art Signatures.—When the size of signatures on freehand art is out of proportion or relation to the design, the copy is unacceptable and shall not be printed unless the signature is removed or sufficiently reduced in size. Signatures of technical illustrators, designers, typographers, or layout artists shall not be printed.

15. Courtesy Credit Lines.—Courtesy credit lines are permissible only for uncopyrighted materials contributed or loaned by nongovernmental parties. They shall be subordinate in size of type to that of both text and legends for illustrations. When all materials have

come from a single nongovernmental source, credit lines shall be given only in an undisplayed paragraph.

16–1. Publication Bylines.—The printing of Government employees' bylines in Government publications shall be confined to the authors of the articles appearing therein, and to the photographers who have originated the pictures contained therein. The authors' and photographers' bylines shall be printed in exact juxtaposition with the articles or pictures which they have created.

16–2. Publication Mastheads.—The printed mastheads of Government publications shall include the name of the publishing department or agency and its issuing bureau, branch, or office, together with the names of the department or agency head and the head of the issuing bureau, branch, or office. Additional names shall include only the names of the executive or managing editor, sports editor, feature editor, photo editor, and art editor, or their editorial equivalent officers by whatever title they are identified, unless otherwise authorized by the Joint Committee on Printing.

17. Copyright Notices.—Copyright notices shall be subordinated in size of type to that of both text and legends for illustrations. When privately copyrighted material is reprinted in a Government publication, notice of copyright is essential in order that the public not be misled.

18–1. Color Printing.—The committee recognizes that printing in two or more colors generally increases costs. Consequently, it is the responsibility of the head of any department, independent office or establishment of the Government to assure that all multicolor printing shall contribute demonstrable value toward achieving a greater fulfillment of the ultimate end-purpose of whatever printed item in which it is included.

18–2. Demonstrably valuable multicolor printing, for the purpose of these regulations, includes the following categories:

(a) Maps and technical diagrams where additional color is necessary for clarity.

(b) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.).

(c) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.

(d) Areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use.

(e) Printing for programs required by law, whose relative success or failure is in direct ratio to the degree of public response, and where that response can be logically attrib-

utable to the number of colors planned and the manner in which they are proposed to be used.

(f) Color for promotional or motivational purposes such as programs concerning public health, safety, consumer benefits; or to encourage utilization of Government facilities such as programs for Social Security, Medicare, and certain areas of need for veterans would come within this category.

18–3. Multicolor printing which does not meet the demonstrably valuable contribution requirement of these regulations, includes but is not exclusively limited to the following categories:

(a) Printed items wherein additional color is used primarily for decorative effect.

(b) Printed items where additional color is used primarily in lieu of effective layout and design.

(c) Printed items where additional color is used excessively, i.e., four colors when two or three will fulfill the need; three colors when two are adequate; two colors when one is adequate.

(d) Printed items wherein the inclusion of multicolor does not reflect careful, competent advanced planning which recognizes the contribution the use of color is expected to make to the ultimate end-purpose.

19. Illustrations.—Illustrations are to be used in Government printed matter only when they:

(a) Relate entirely to the transaction of public business, and are in the public interest.

(b) Relate directly to the subject matter and are necessary to explain the text.

(c) Do not serve to aggrandize any individual.

(d) Are in good taste and do not offend proper sensibilities.

(e) Are restricted to the minimum size necessary to accomplish their purpose.

(f) Illustrate employees actually engaged in an act or service related to their official duties.

20. Cards: Calling, Greeting.—Printing or engraving of calling or greeting cards is considered to be personal rather than official and shall not be done at Government expense.

21. Blank Books.—Blank books not available through General Services Administration but regularly carried in stock by commercial dealers and which require no printing and/or binding operation after receipt of order may be procured without obtaining a waiver from the Government Printing Office: *Provided,* That no

order or orders for each type of blank book exceeds $500 in any one year.

22–1. Calendars, Date: Desk and Wall.—Standardized Government desk and wall calendars are the only calendars which departments are authorized to obtain at Government expense, and shall be ordered from the General Services Administration.

22–2. Style, size, and format of the standardized wall calendar, to be procured from the Government Printing Office, shall be subject to approval of the Joint Committee on Printing.

Schedule and appointment sheets are not considered to be calendars.

23. Certificate of Necessity.—Section 1103, title 44, United States Code:

> When a department, the Supreme Court, or the Library of Congress requires printing or binding to be done, it shall certify that it is necessary for the public service. . . .

24–1. Correspondence and Liaison With Committee.—All official correspondence for the consideration of the Joint Committee on Printing is to be signed by the head of the department or an official designated by him. The Committee shall be notified in writing by the head of the department of any official so designated.

In order to ensure prompt delivery, all official correspondence should be addressed as follows:

Chairman, Joint Committee on Printing
U.S. Senate Post Office
Washington, DC 20510

24–2. All matters pertaining to printing (composition, platemaking, presswork, binding, and microform), and the distribution of printed matter, shall be referred to the Committee by and through one designated source in each department.

25. Form and Style of Work for Departments.—The head of each department shall cause printing and binding for general use to be standardized. With respect to printing which is requisitioned from the Government Printing Office, attention is again directed to section 1105, title 44, United States Code, which provides that—

> The Public Printer shall determine the form and style in which the printing or binding ordered by a department is executed, and the material and the size of type used, having proper regard to economy, workmanship, and the purposes for which the work is needed.

The Government Printing Office Style Manual, approved by the Joint Committee on Printing, was specifically compiled and published to meet the requirements of this law. It is the opinion of the

committee that deviations therefrom generally constitute a waste in public printing and binding.

26–1. Forms, Standard, Approval and Procurement of.—Standard forms are subject to the approval of the General Services Administration, or, in certain cases, the General Accounting Office or other responsible agency.

26–2. Stock standard forms shall be obtained from the Federal Supply Service (FSS) unless otherwise authorized by the General Services Administration. Deviations from stock standard forms shall be submitted to the FSS for approval prior to procurement through the Government Printing Office.

27–1. Journals, Magazines, Periodicals, and Similar Publications.—The committee invites attention to section 1108, title 44, United States Code, relating to periodicals which reads as follows:

> The head of an executive department, independent agency or establishment of the Government, with the approval of the Director of the Office of Management and Budget,[1] may use from the appropriations available for printing and binding such sums as are necessary for the printing of journals, magazines, periodicals, and similar publications he certifies in writing to be necessary in the transaction of the public business required by law of the department, office, or establishment. There may be printed, in addition to those necessary for the public business, not to exceed two thousand copies for free distribution by the issuing department, office, or establishment. The Public Printer, subject to regulation by the Joint Committee on Printing, shall print additional copies required for sale to the public by the Superintendent of Documents; but the printing of these additional copies may not interfere with the prompt execution of printing for the Government.

27–2. The term "journals, magazines, periodicals, and similar publications", as used in above section, shall be construed as not applying to strictly administrative reports, memoranda, and similar materials, or to strictly statistical materials, and information required exclusively for the official use of the issuing office or service in the transaction of its routine business. Such information shall be construed as being required exclusively for the use of the issuing office or service in the transaction of its routine business if not more than 2,000 copies, or not more than 10 percent of the total quantity printed, whichever is lesser, are for free distribution to other than the issuing department, office, or establishment, its official established auxiliary organizations, and other individuals and organizations required to be kept informed in the transaction of the routine business of the department, office, or establishment.

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[1] See Section 102 of the 1970 Reorganization Plan No. 2.

28. Legal Requirements.—Sections 501 and 502, title 44, United States Code:

SEC. 501. All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office and establishment of the Government, shall be done at the Government Printing Office, except—

(1) classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and

(2) printing in field printing plants operated by an executive department, independent office or establishment, and the procurement of printing by an executive department, independent office or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing.

Printing or binding may be done at the Government Printing Office only when authorized by law.

SEC. 502. Printing, binding, and blank-book work authorized by law, which the Public Printer is not able or equipped to do at the Government Printing Office, may be produced elsewhere under contracts made by him with the approval of the Joint Committee on Printing.

29. Legality and Necessity.—No printing, binding, or blank-book work shall be done at the Government Printing Office or at any other printing or binding office, plant, or school of the Government unless authorized by law. (See secs. 501 and 1123, title 44, U.S.C.) All printed matter issued shall be devoted to the work which the branch or officer of the Government issuing the same is required by law to undertake, and shall not contain matter which is unnecessary in the transaction of the public business or matter relating to work which any other branch of the Government service is authorized to perform. (See secs. 1102, 1113, and 1118, title 44, U.S.C.)

30. Central Printing and Publications Management Organization.—Heads of departments shall maintain under their direct supervision a central printing and publications management organization with responsibility for the conduct of a coordinated program controlling the development, production, procurement or distribution of materials through the utilization of conventional printing and binding methods or through the utilization of multiple copy microform methods. The central printing and publications management organization also will maintain responsibility and control of duplicating equipment and automatic copy-processing or copier-duplicating machines, as identified in column 2 of the equipment tables. *(Please see JCP letter of February 15, 1979, on p. 55.)*

31. Mailing Lists.—All departments shall make necessary revisions in their mailing lists at least once each year in order to eliminate waste in Government funds caused by publications being improperly addressed or mailed to persons no longer desiring them. This method of revision shall require that persons receiving publications indicate that they wish to continue receiving the publication. Failure to reply to a mailing list revision request shall require

the elimination of the addressee from the mailing list unless it is necessary in the conduct of official business to continue mailing publications to the addressee. It is the judgment of the Joint Committee on Printing that the use of titles on mailing lists in lieu of names will reduce the cost of list maintenance.

32. Mailing: Self-Mailer Technique.—The penalty or postage indicia and mailing address shall be imprinted directly upon printed materials rather than using separate envelopes for mailing whenever such technique will prove feasible and economical, and in accordance with existing postal regulations.

33. Neglect, Delay, Duplication, or Waste.—The attention of the Committee should be promptly called to "any neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications."

34–1. Paper, Standardization of.—The Committee invites attention to section 509, title 44, United States Code, relating to standards of paper, which reads as follows:

> The Joint Committee on Printing shall fix upon standards of paper for the different descriptions of public printing and binding, and the Public Printer, under their direction, shall advertise in six newspapers or trade journals, published in different cities, for sealed proposals to furnish the Government with paper, as specified in the schedule to be furnished applicants by the Public Printer, setting forth in detail the quality and quantities required for the public printing. The Public Printer shall furnish samples of the standard of papers fixed upon to applicants who desire to bid.

34–2. The "Government Paper Specification Standards" establishes specification standards of paper for the public printing and binding for the U.S. Government, including paper to be used on copying and duplicating devices as defined in paragraph 2. Unless otherwise authorized by the Joint Committee on Printing, these specifications and standards are mandatory for use by the departments of the Government in the preparation of procurement documents for paper stocks and in specifying paper stocks to be used in printing, binding, or duplicating. It is the opinion of the Committee that types, grades, or weights, other than those given under these standards generally constitute waste in public printing, and it is directed that the procurement or use of such paper types, grades, or weights, for printing, binding, or duplicating be discontinued.

34–3. Semiannual and annual contracts for paper, in general, are not in the best interests of the Government. Such procurement practices should be used only when savings in costs are clearly demonstrable.

34–4. The Public Printer is authorized and directed to furnish at cost to the departments such copies of these standards, and stand-

ard samples, as they may require in the transaction of the public business.

35–1. Printing Requirements Resulting From Contracts for Equipment and Services.—The Joint Committee on Printing does not intend that contractors shall become prime or substantial sources of printing for departments or agencies. Therefore, the inclusion of printing, as defined in paragraph 1, within contracts for the manufacture and/or operation of equipment and for services such as architectural, engineering, and research, is prohibited unless authorized by the Joint Committee on Printing.

35–2. This regulation does not preclude the procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of contracts; or administrative printing, e.g., forms and instructional materials necessary to be used by the contractor to respond to the terms of a contract. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by the Central Printing and Publications Management Office. However, the printing of such material for the Government must be accomplished in accordance with printing laws and regulations.

35–3. A requirement for a contractor to duplicate less than 5,000 units of only one page, or less than 25,000 units in the aggregate of multiple pages for the use of a department or agency, will not be deemed to be printing primarily or substantially for a department or agency. For the purpose of this paragraph, such pages may not exceed a maximum image size of 10¾ by 14¼ inches.

35–4. A requirement for a contractor to produce or procure less than 250 duplicates from original microform, as defined in paragraph 7–2, will not be deemed to be printing primarily or substantially for a department or agency.

36–1. Printing Requirements Resulting From Grants.—The Joint Committee on Printing does not intend that grantees shall become prime or substantial sources of printing for the use of departments and agencies. Therefore, the inclusion of printing, as defined in paragraph 1, within grants is prohibited unless authorized by the Joint Committee on Printing.

36–2. This regulation does not preclude—

(a) The issuance of grants by any department or agency for the support of nongovernment publications, provided such grants were issued pursuant to an authorization of law and were not made primarily or substantially for the

purpose of having material printed for the use of any department or agency.

(b) The publication of findings by grantees within the terms of their grants provided that such publication is not primarily or substantially for the purpose of having such findings printed for the use of a department or agency.

(c) The initiation by departments and agencies of the procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material from grantees; or the administrative printing requirements of the grantee required to respond to the terms of the grant. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by the Central Printing and Publications Management Office. However, the printing of such material for the Government must be accomplished in accordance with printing laws and regulations.

36–3. A requirement for a grantee to duplicate less than 5,000 units of only one page, or less than 25,000 units in the aggregate of multiple pages of his findings for the use of a department or agency, will not be deemed to be printing primarily or substantially for a department or agency. For the purpose of this paragraph, such pages may not exceed a maximum image size of 10¾ by 14¼ inches.

36–4. A requirement for a grantee to produce or procure less than 250 duplicates from original microform, as defined in paragraph 7–2, will not be deemed to be printing primarily or substantially for a department or agency.

37. Private or Commercial Work.—No work of a private or commercial nature may be accomplished at any Government plant even though the Government is reimbursed therefor. (See secs. 1102 and 1118, title 44, U.S.C.)

38. Publications, by Private Publishers.—When a department uses appropriated funds to create information for publication, the printing and binding of that information is subject to the provisions of sections 103 and 501 of title 44, United States Code, and it shall not be made available to a private publisher for initial publication without the prior approval of the Joint Committee on Printing.

39–1. Publications, Free Distribution of.—Departments shall not make free distribution of any publication to any private individual or private organization in quantities exceeding 50 copies without

prior approval of the Joint Committee on Printing. This quantity limitation shall not apply when the production cost of the publication to be distributed is less than $100.

39–2. Requests for Committee approval shall list the name of the publication, the name of the person or organization desiring the same, and the number of copies desired.

39–3. This restriction includes the free distribution in bulk of any material to private individuals or organizations for redistribution to names on their mailing lists. Committee approval is not required when the initiative for distribution through nongovernmental facilities is taken by departments. (See also sec. 3204, title 39, U.S.C.)

40. Publications, Identification of.—All documents and publications printed at Government expense shall have printed thereon the name of the branch, bureau, department, or office of the Government responsible for publishing the same, the date of issuance, the title, subtitle, and series title and number when applicable.

41–1. Publications, Sale of by Superintendent of Documents.—The Superintendent of Documents will sell only those publications printed by the Government Printing Office or ordered printed through the Government Printing Office or the Government Printing Office Regional Printing Procurement Offices. This restriction on sale shall not affect the continued Catalog listing by the Superintendent of Documents of publications which are not printed by or ordered printed through the Government Printing Office. Nothing in this paragraph shall be construed as modifying or repealing provisions of sections 1702, 1711, and 1720 of title 44, United States Code.

41–2. Section 1902, title 44, United States Code provides:

> Government publications, except those determined by their issuing components to be required for official use only or for strictly administrative or operational purposes which have no public interest or educational value and publications classified for reasons of national security, shall be made available to depository libraries through the facilities of the Superintendent of Documents for public information. Each component of the Government shall furnish the Superintendent of Documents a list of such publications it issued during the previous month, that were obtained from sources other than the Government Printing Office.

To meet the requirement of Monthly Catalog listing of Government publications by the Superintendent of Documents, each agency printing officer shall forward two copies of those types of Government publications cited in section 1902, title 44, United States Code, which are produced or procured through other than GPO sources to the Director, Library Programs Service (SL), Government Printing Office, Washington, DC 20401.

42. Responsibility for Application and Enforcement of Regulations.—The head of each department is responsible for the application and enforcement of these regulations and other applicable regulations and legislative provisions. *(Please see JCP letter of February 15, 1979, on p. 55.)*

43–1. Stationery, Embossed.—The Public Printer may furnish, upon requisition, to the President of the United States, members of his Cabinet, and the Department of State (for diplomatic correspondence exclusively), such quantities of embossed stationery as may be necessary for official use. The Comptroller General, the Librarian of Congress, the Public Printer, the head of each permanent commission, independent establishment or board, and the judges of the U.S. Courts may requisition embossed noteheads or letterheads not to exceed 5,000 copies in the aggregate, and envelopes therefor in any one fiscal year: *Provided,* That greater quantities may be furnished upon the approval of the Joint Committee on Printing. The Public Printer shall not honor requests from any Government activity for embossing second sheets or other than standard-size envelopes. No embossed stationery other than listed above shall be produced or procured at Government expense unless authorized by the Joint Committee on Printing.

43–2. The provisions apply also to thermographic printing.

44. Stationery, Personalized.—The printing of names of officers or officials of the executive or judicial branches of the Government on official stationery and preprinted mastheads may be accomplished only after approval by the Joint Committee on Printing. Addresses and telephone numbers should be omitted in order to allow greater distribution and prevent the creation of "frozen" stocks frequently caused by changes. The Committee directs that no personalized second sheets shall be produced or procured at Government expense.

45. Stationery: Sizes, Quality, Weight, Printing Thereon, etc.—The Committee directs attention to the Federal Property Management Regulation which prescribes standards (sizes, grades and weights of paper, and colors of ink and paper) to be used for printing stationery and envelopes for official Government correspondence.

46–1. Waiver, Purchase of Printing by.—Section 504, title 44, United States Code provides:

> The Joint Committee on Printing may permit the Public Printer to authorize an executive department, independent office, or establishment of the Government to purchase direct for its use such printing, binding, and blank-book work, otherwise authorized by law, as the Government Printing Office is not able or suitably equipped to execute or as may be more economically or in the better interest of the Government executed elsewhere.

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46–2. Pursuant to the above, the Public Printer is permitted to return to any department of the Government any written requisition for printing, binding, and blank-book work, otherwise authorized by law, as in his opinion he is neither able nor suitably equipped to execute or which may be more economically, or in the better interest of the Government, procured elsewhere than at the Government Printing Office or one of the Government Printing Office Regional Printing Procurement Offices. In all such instances he is hereby permitted to authorize such Government activity to procure the work direct from other sources. Such waiver, when granted, shall not be construed as an exemption from the provisions of these regulations. Upon all such returned requisitions the Public Printer shall endorse a statement that the action taken is in accordance with the provisions of section 504, title 44, United States Code.

46–3. All procurement by waiver must be identified by number and date of issuance and reported on JCP Form No. 2, "Commercial Printing Report."

46–4. No department requisitioning printing from the Government Printing Office or one of the Government Printing Office Regional Printing Procurement Offices shall anticipate the release of any requisition for direct procurement, until so advised by the Public Printer.

47. **Printing Facilities of Federal Prison Industries, Inc.**—These facilities may be used for the production of unclassified printing. Printing services are available at the following three locations [2] and may be used by sending a purchase order direct to any one of them:

c/o Warden; Federal Correctional Institution
Lompoc, CA 93426

c/o Warden; Federal Correctional Institution
Leavenworth, KS 66048

c/o Warden; Federal Correctional Institution
Lexington, KY 40507

c/o Warden; Federal Correctional Institution
Sandstone, MN 55072

c/o Warden; Federal Correctional Institution
Ray Brook, NY 12977

Where the form of purchase order contains the Convict Labor clause that clause should be deleted.

[2] Since the printing of the 1977 regulations, one plant was deauthorized, and four were added to the Federal Prisons Industries, Inc.

TITLE IV: JOINT COMMITTEE ON PRINTING REPORT FORMS

(Forms for reporting information required in this title may be obtained from the Joint Committee on Printing or reprinted by departments desiring to do so.)

48. JCP Form No. 1 (Printing Plants Except Plants Primarily Concerned in Map and/or Chart Reproduction).—A semiannual report [3] summarizing all work done shall be made on Parts II and III, JCP Form No. 1, revised March 1971, by each printing plant other than plants primarily concerned in map and/or chart production. This form shall be forwarded to the committee in duplicate by department headquarters not later than 60 days after the close of the first 6-month period (October–March). The second 6-month report (April–September) shall include Part I: "Cost Information", to cover the entire year and shall be forwarded to the committee not later than November 30. Production information reported at the close of the first 6-month period shall not be repeated in the final report except that cumulative production units total shall be furnished in the spaces provided.

49–1. JCP Form No. 2 (Commercial Printing Report).—A semiannual report covering all transactions concerning composition, printing, binding, and blank-book work which are procured direct from commercial sources shall be reported on JCP Form No. 2, revised March 1971, and forwarded to the committee by department headquarters not later than 60 days after the close of the reporting periods (October–March and April–September). Negative reports are not required.

49–2. Individual printing and related items costing $500 or less per line item may be procured without reference to the Government Printing Office Regional Printing Procurement Offices, provided that:

(a) They are not of a continuing repetitive nature, and
(b) are not conducive to the establishment of an open-end indefinite quantity type contract, and
(c) cannot be ordered against existing GPO contracts.

[3] The reporting dates were amended by JCP letter of March 13, 1986. Please see pp. 56–59 for agency reporting procedures.

These orders must be reported and identified on JCP Form No. 2 through use of an asterisk in the waiver column and an appropriate footnote.

49–3. Do not report work procured through any Government Printing Office source, printed envelopes ordered through GSA contracts, rebinding publications of any description, or tabulating cards procured from any source. In addition, do not include orders procured outside the (50) United States provided the areas of origin and distribution of such orders are restricted to the non-U.S. area.

50. JCP Form No. 3 (Acquisition of Power-operated Collators for Use in Facilities Other Than Printing Plants).—A report is required on JCP Form No. 3, March 1963, covering the acquisition of each power-operated collating machine listed in column 2 of paragraph 8 for any installation other than an authorized printing plant. This report shall be forwarded to the Joint Committee on Printing by department headquarters within 30 days after acquisition.

51. JCP Form No. 4 (Plants Primarily Concerned in Map and/or Chart Reproduction).—A summarized report is required on JCP Form No. 4, revised May 1965, from each plant primarily concerned in map and/or chart reproduction, which shall include all work done therein during each fiscal year. Impressions on various size presses shall be reported in lieu of production units as defined in paragraph 7. For instance, 1,000 copies, face only, would represent 1,000 impressions; 1,000 copies, face and back, would represent 2,000 impressions, regardless of size of sheet. This form shall be forwarded to the committee by department headquarters not later than 60 days after the close of each fiscal year.

52. JCP Form No. 5 (Annual Plant Inventories).—Inventories of equipment of all printing plants shall be submitted on JCP Form No. 5, revised May 1965, so that all printing, binding, and related or auxiliary equipment will be listed, showing make, condition, age, serial number, model, and size. This report shall be forwarded to the committee by department headquarters not later than 60 days after the close of each fiscal year.

53. JCP Form No. 6 (Stored Equipment).—Departments shall report on JCP Form No. 6, revised May 1965, all printing, binding, and related or auxiliary equipment in storage in depots, warehouses, etc. This report shall be forwarded to the committee by department headquarters not later than 60 days after the close of each fiscal year. Negative reports are not required.

54. JCP Form No. 7 (Excess Equipment).—Departments shall report on JCP Form No. 7, revised December 1972, disposition of

all items of equipment as required by paragraph 10(*a*). Use tables on pages 28 and 29 to establish market value.

55. Summary of Reports.—Following is a summary of reports required by the Joint Committee on Printing from department headquarters:

JCP Form No.	Report	Due
1	Production (parts II and III)	See par. 48.
	Production and Costs (parts I, II, and III)	Do.
2	Commercial printing	See par. 49.
3	Power collator acquired for facilities other than printing plants	Within 30 days after acquisition.
4	Production (map and chart)	Not later than November 30.
5	Plant inventory	Not later than November 30.
6	Stored equipment	Not later than November 30.
7	Excess equipment	Within 30 days after disposal.

TABLE I—NORMAL LIFE OF PRINTING EQUIPMENT

	Years
Addressing and mailing machines	10
Back-stripping machines	15
Blueprint machines	10
Book carton inserter and sealer	10
Cameras, copying darkroom	20
Casting machines, lead and rule	20
Collating cabinets (nonmechanical)	20
Collating machines:	
Power-operated	10
Manually operated (foot-treadle or electric pushout)	5
Collating tables, rotary	20
Counting machine (card and paper)	10
Cutters and book trimmers	20
Drilling machines, power-operated	15
Duplicating machines:	
Stencil	10
Spirit or gelatin	5
Electric typewriters, tape activated	10
Feeder-stitcher, automatic, signature	15
Folders:	
Up to and including 14" x 24"	10
Larger sizes	20
Gathering machines, power-operated	20
Insetting machine, signature	15
Intensity meters	10
Imposing tables	15
Joggers, power-operated	10
Lamps, camera or plate	10
Lead and slug cutters, miterers and monotabular broach	20
Melting furnaces	20
Offset platemaking units not requiring the use of negatives	10
Offset platemaking units requiring the use of negatives	15
Packaging and sealing machine, plastic wrap	10
Perforators	20
Photostat machines:	
Standard	20
Continuous	15
Photocomposing machines	10
Photocomposition devices	5
Plate developing machines	10
Presses, offset:	
Sheet sizes 10" x 15" to less than 14" x 20"	10
Sheet sizes 14" x 20" to less than 22" x 34"	15
Sheet sizes 22" x 34" and larger	20
Presses, letterpress:	
Rotary (multigraph)	10
Platen	20
Cylinder	20
Presses, proof	20
Presses, silk screen, power-operated	10
Press dampener cleaner	20
Processor, film	10
Roll converter	5
Saw trimmers	20
Screens, halftone:	
Glass	20
Contact	2
Sinks, temperature-control	15
Stitchers, power-operated	15
Tables:	
Lineup and register	15
Layout and opaquing	20
Plate finishing	15
Tying machines	15
Typecasting and typesetting machines	20
Trucks, transfer, galley, chase form	20
Vacuum frames	20
Wrapping and/or banding machines (kraft paper or shrink film)	10
White print	15

TABLE II—CONDITION AND EVALUATION GUIDE FOR PRINTING EQUIPMENT

(Figures show value remaining as percent of original cost)

A	B	C																			
Condition group	Normal life in years*	Age in years																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
New—Unused, undamaged, and possesses original appearance and serviceability.	5	100	100	100																	
	10	100	100	100																	
	15	100	100	100																	
	20	100	100	100																	
Excellent—Used, no apparent wear and free from operational defects.	5	80	61	44	27	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	85	75	66	58	50	42	34	26	18	10	10	10	10	10	10	10	10	10	10	10
	15	90	81	73	66	60	55	50	45	40	35	30	25	20	15	10	10	10	10	10	10
	20	95	87	80	74	69	64	59	54	50	46	42	38	34	30	26	22	19	16	13	10
Good—Used, requires only organizational maintenance.	5	70	54	39	24	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	75	66	58	51	44	37	30	23	16	10	10	10	10	10	10	10	10	10	10	10
	15	80	71	63	56	50	45	41	37	33	29	25	21	17	13	10	10	10	10	10	10
	20	85	78	72	67	63	59	55	51	47	43	39	35	31	28	25	22	19	16	13	10
Fair—Needs adjustments, repairs and replacement of minor parts to compensate for normal wear.	5	60	46	33	21	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10	65	57	50	44	38	32	26	20	15	10	10	10	10	10	10	10	10	10	10	10
	15	70	62	55	49	44	40	36	32	28	25	22	19	16	13	10	10	10	10	10	10
	20	75	68	62	57	53	49	45	41	37	34	31	28	25	22	20	18	16	14	12	10
Poor—Needs major repair	5				20	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10				34	29	24	20	16	13	10	10	10	10	10	10	10	10	10	10	10
	15				39	34	31	28	25	22	20	18	16	14	12	10	10	10	10	10	10
	20				47	43	40	37	34	32	30	28	26	24	22	20	18	16	14	12	10
Unsatisfactory—Unserviceable and not economically repairable.	5				16	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
	10				26	22	19	16	14	12	10	10	10	10	10	10	10	10	10	10	10
	15				32	29	27	25	23	21	19	17	15	13	12	10	10	10	10	10	10
	20				38	35	32	29	27	25	23	21	19	17	16	15	14	13	12	11	10

*One shift basis.

TITLE V: AUTHORIZED FEDERAL PLANTS

56. Plants Authorized To Do Printing.—The plants hereinafter named are authorized to produce printing, as defined in paragraph 1, in accordance with the provisions of paragraphs 4, 5, and 6 of these regulations. All departments shall submit reports and inventories promptly, as required by paragraphs 48 to 55, inclusive, of title IV.

ALPHABETICAL PLANT LISTING BY DEPARTMENTS

(As of February 1986)

ADMINISTRATIVE OFFICE OF THE U.S. COURTS:
- Publications Facility, Forestville, MD

AGRICULTURE, DEPARTMENT OF:
- Office of Operations (Washington, DC)
- SOIL CONSERVATION SERVICE:
  - Fort Worth, TX

AIR FORCE, DEPARTMENT OF THE:
- Andrews Air Force Base (Camp Springs, MD)
- Arnold Engineering Development Center (Tullahoma, TN)
- Edwards Air Force Base (Muroc, CA)
- Eglin Air Force Base (Valparaiso, FL)
- Gunter Air Force Base (Montgomery, AL)
- Hanscom Air Force Base (Bedford, MA)
- Headquarters, U.S. Air Force (Washington, DC)
- Headquarters, 497th Reconnaissance Technical Group (Schierstein, Federal Republic of Germany)
- Hill Air Force Base (Ogden, UT)
- Keesler Air Force Base (Biloxi, MS)
- Kelly Air Force Base (San Antonio, TX):
  - Air Force Electronic Security Command
  - Air Logistic Center
- Langley Air Force Base (Hampton, VA):
  - Headquarters, 480th Reconnaissance Technical Group
  - Headquarters, 4500th Field Printing Squadron
- McClellan Air Force Base (Sacramento, CA)
- Offutt Air Force Base (Omaha, NE)
- Patrick Air Force Base (Cocoa Beach, FL)
- Ramstein Air Force Base (Federal Republic of Germany)
- Robins Air Force Base (Macon, GA)
- Scott Air Force Base (Belleville, IL)

AIR FORCE, DEPARTMENT OF THE—Continued
Sheppard Air Force Base (Wichita Falls, TX)
Tinker Air Force Base (Oklahoma City, OK)
United States Air Force Academy (Colorado Springs, CO)
Vandenberg Air Force Base (Lompoc, CA)
Wright-Patterson Air Force Base (Dayton, OH):
Air Force Logistics Command
Foreign Technology Division

ARMY, DEPARTMENT OF THE:
Aberdeen, MD (Proving Ground)
Anniston, AL (Army Depot)
Baltimore, MD (U.S. Army Engineer District)
Bayonne, NJ (Eastern Area, MTMC)
Burtonwood, England (backup to AG Support Center, Europe)
Camp Market, Bupyong, Korea (AG Printing and Publications Center)
Carlisle Barracks, PA (U.S. Army War College)
Chambersburg, PA (Letterkenny Army Depot)
Corozal, Panama (193d Infantry Brigade)
Dover, NJ (U.S. Army Armament Research and Development Command)
Dugway, UT (Proving Ground)
Fort Belvoir, VA (U.S. Army Information Systems Command)
Fort Benjamin Harrison, IN (U.S. Army Soldier Support Center)
Fort Benning, GA (U.S. Army Infantry Center)
Fort Bliss, TX (U.S. Army Air Defense Center and Fort Bliss)
Fort Bragg, NC (XVIII Airborne Corps and Fort Bragg)
Fort Eustis, VA (U.S. Army Transportation Center and Fort Eustis)
Fort George G. Meade, MD
Fort Gordon, GA (U.S. Army Signal Center and Fort Gordon)
Fort Huachuca, AZ (U.S. Army Information Systems Command)
Fort Knox, KY (U.S. Army Armor School and Fort Knox)
Fort Leavenworth, KS:
Combined Arms Center and Fort Leavenworth
U.S. Disciplinary Barracks
Fort Lee, VA (U.S. Army Quartermaster Center and Fort Lee)
Fort Leonard Wood, MO (U.S. Army Training Center Engineers and Fort Leonard Wood)
Fort McPherson, GA (U.S. Army Forces Command)
Fort Monmouth, NJ (U.S. Army Communications and Electronics Command)
Fort Monroe, VA (U.S. Army Training and Doctrine Command)
Fort Richardson, AK (172d Infantry Brigade, Alaska)
Fort Riley, KS (1st Infantry Division and Fort Riley)
Fort Rucker, AL (U.S. Army Aviation Center and Fort Rucker)
Fort Sill, OK (U.S. Army Field Artillery Center and Fort Sill)
Garmisch, Germany (U.S. Military Community Activity)
Huntington, WV (U.S. Army Engineer District)
Jacksonville, FL (U.S. Army Engineer District)
Kansas City, MO (U.S. Army Engineer District)
Las Cruces, NM (White Sands Missile Range)
Lathrop, CA (Sharpe Army Depot)
Little Rock, AR (U.S. Army Engineer District)
Los Angeles, CA (U.S. Army Engineer District)
Louisville, KY (U.S. Army Engineer District)
McAlester, OK (Army Ammunition Plant)
Mobile, AL (U.S. Army Engineer District)

ARMY, DEPARTMENT OF THE—Continued
Monterey, Presidio of, CA (Defense Language Institute, Foreign Language Center)
Nashville, TN (U.S. Army Engineer District)
Natick, MA (Research and Development Center)
New Cumberland, PA (Army Depot)
Oakland, CA (Western Area, MTMC, Oakland Army Base)
Omaha, NE (U.S. Army Engineer Division)
Pittsburgh, PA (U.S. Army Engineer District)
Portland, OR (U.S. Army Engineer District)
Redstone Arsenal, AL (U.S. Army Missile Command)
Rock Island, IL (U.S. Army Armament Command)
Roedelheim, Germany (AG Support Center, Europe)
Sacramento, CA:
Army Depot
U.S. Army Engineer District
San Francisco, Presidio of, CA
Savanna, IL (Army Depot Activity)
Savannah, GA (U.S. Army Engineer District)
St. Louis, MO (U.S. Army Aviation Systems Command)
Texarkana, TX (Red River Army Depot)
Tobyhanna, PA (Army Depot)
Tulsa, OK (U.S. Army Engineer District)
Vicksburg, MS (U.S. Army Engineer Waterways Experiment Station)
Walla Walla, WA (U.S. Army Engineer District)
Washington, DC:
Armed Forces Institute of Pathology
National Defense University
Watertown, MA (U.S. Army Materials and Mechanics Research Center)
West Point, NY (U.S. Military Academy)
Yuma, AZ (Proving Ground)

COMMERCE, DEPARTMENT OF:
Office of Publications (Washington, DC)

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION:
Asheville, NC
Washington, DC

DEFENSE INTELLIGENCE AGENCY:
Bolling Air Force Base, Washington, DC

DEFENSE LOGISTICS AGENCY:
Alexandria, VA
Battle Creek, MI
Philadelphia, PA

DEFENSE MAPPING AGENCY:
Aerospace Center, St. Louis, MO
Defense Mapping School, Fort Belvoir, VA
Hydrographic/Topographic Center, Brookmont, MD

DEFENSE NUCLEAR AGENCY:
Kirtland Air Force Base (East), NM

ENERGY, DEPARTMENT OF:
Aiken, SC (Savannah River Operations Office)
Albuquerque, NM (Sandia National Laboratories)
Argonne, IL (Argonne National Laboratory, Argonne)
Berkeley, CA (University of California)
Golden, CO (Rockwell International)

ENERGY, DEPARTMENT OF—Continued
Idaho Falls, ID (EG & G Idaho, Inc.)
Livermore, CA (University of California)
Los Alamos, NM (Los Alamos National Laboratory)
Mercury, NV (Reynolds Electrical & Engineering Co., Inc.)
Miamisburg, OH (Monsanto Research Corp.)
Oak Ridge, TN:
Martin Marietta Energy Systems, Inc. (K-25)
Office of Scientific and Technical Information
Piketon, OH (Goodyear Atomic Corp.)
Pittsburgh, PA (Bettis Atomic Power Laboratory)
Portland, OR (Bonneville Power Administration)
Richland, WA (Rockwell Hanford Operations)
Schenectady, NY (Knolls Atomic Power Laboratory)
Upton, NY (Associated Universities, Inc.)

ENVIRONMENTAL PROTECTION AGENCY:
Washington, DC

FEDERAL COMMUNICATIONS COMMISSION:
Washington, DC

FEDERAL ENERGY REGULATORY COMMISSION:
Washington, DC

FEDERAL TRADE COMMISSION:
Washington, DC

GENERAL ACCOUNTING OFFICE:
Washington, DC

GENERAL SERVICES ADMINISTRATION:

Altanta, GA	Fort Worth, TX	Salt Lake City, UT
Billings, MT	Juneau, AK	St. Louis, MO
Boston, MA	Kansas City, MO	Washington, DC
Cincinnati, OH	Philadelphia, PA	

GOVERNMENT PRINTING OFFICE:
Chicago, IL—Main Post Office Building, 433 West Van Buren Street, 60607
Denver, CO—Denver Federal Center, Bldg. 53, 80225
New York, NY—201 Varick Street, 10014
San Francisco, CA—Treasure Island, Bldg. 99, 94130
Seattle, WA—4735 East Marginal Way South, 98134
Washington, DC—Rapid Response Center, Washington Navy Yard, 20403

HEALTH AND HUMAN SERVICES, DEPARTMENT OF:
Woodlawn, MD (Social Security Administration)

HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF:
Washington, DC

INTERIOR, DEPARTMENT OF THE:
Geological Survey Map Plant (Reston, VA)
Main Plant (Washington, DC)
BUREAU OF INDIAN AFFAIRS (School Printing Courses):
Cherokee High School, Cherokee, NC
Haskell Indian Junior College, Lawrence, KS
Institute of American Indian Art, Santa Fe, NM
Phoenix Indian High School, Phoenix, AZ
Southwestern Indian Polytechnic Institute, Albuquerque, NM

JUSTICE, DEPARTMENT OF:

Headquarters, Publications Service (Washington, DC)

FEDERAL BUREAU OF INVESTIGATION:

Washington, DC

FEDERAL PRISON INDUSTRIES, INC. (FPI):

Ashland, KY	Lexington, KY	Ray Brook, NY
Leavenworth, KS	Lompoc, CA	Sandstone, MN

LABOR, DEPARTMENT OF:

Washington, DC

LIBRARY OF CONGRESS:

Washington, DC

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION:

Cleveland, OH	Houston, TX	New Orleans, LA
Greenbelt, MD	Kennedy Space Center, FL	Pasadena, CA
Hampton, VA		

NATIONAL LABOR RELATIONS BOARD:

Washington, DC

NATIONAL SECURITY AGENCY:

Fort George G. Meade, MD

NAVY, DEPARTMENT OF THE:

Annapolis, MD (Publications and Printing Service Branch Office, DPS, Naval Academy)

Bangor, WA (Publications and Printing Service Branch Office, WESTDIV)

Bremerton, WA (Publications and Printing Service Detachment Office, WESTDIV)

Brooklyn, NY (Publications and Printing Service Detachment Office, NORDIV)

Camp Lejeune, NC (Marine Corps Base)

Charleston, SC (Publications and Printing Service Office, SOEASTDIV)

China Lake, CA (Publications and Printing Service Detachment Branch Office, WESTDIV, Naval Weapons Center)

Cleveland, OH (Publications and Printing Service Detachment Branch Office, NORDIV)

Crane, IN (Naval Weapons Support Center)

Dahlgren, VA (Publications and Printing Service Branch Office, DPS)

Fort Buchanan, PR (Antilles Consolidated School System, Antilles High School)

Great Lakes, IL (Publications and Printing Service Detachment Office, NORDIV)

Guam, Marianas Islands (Publications and Printing Service Detachment Branch Office, WESTDIV)

Guantanamo Bay, Cuba (Publications and Printing Service Detachment Branch Office, SOEASTDIV)

Indian Head, MD (Publications and Printing Service Branch Office, DPS)

Jacksonville, FL (Publications and Printing Service Detachment Office, SOEASTDIV)

Keflavik, Iceland (U.S. Naval Station)

London, England (U.S. Naval Activities, United Kingdom)

Louisville, KY (Publications and Printing Service Detachment Branch Office, NORDIV, Naval Ordnance Station)

NAVY, DEPARTMENT OF THE—Continued

Mechanicsburg, PA (Publications and Printing Service Detachment Office, NORDIV)

Monterey, CA (Naval Postgraduate School)

Naples, Italy (Publications and Printing Service Detachment Branch Office, SOEASTDIV)

New Orleans, LA (Publications and Printing Service Detachment Office, SOEASTDIV)

Newport, RI (Publications and Printing Service Detachment Office, NORDIV)

Norfolk, VA:

(Commander in Chief, Atlantic Fleet)

(Publications and Printing Service Detachment Office, SOEASTDIV)

Oakland, CA (Publications and Printing Service Detachment Office, Naval Supply Center, WESTDIV)

Okinawa, Ryukyu Islands (Publications and Printing Service Detachment Branch Office, WESTDIV)

Orlando, FL (Publications and Printing Service Detachment Branch Office, SOEASTDIV)

Patuxent River, MD (Publications and Printing Service Detachment Branch Office, DPS, Naval Air Test Center)

Pearl Harbor, HI:

(Fleet Intelligence Center, Pacific)

(Publications and Printing Service Detachment Office, WESTDIV)

Pensacola, FL (Publications and Printing Service Detachment Office, SOEASTDIV)

Philadelphia, PA:

(Publications and Printing Service Office, NORDIV)

(Naval Base, Publications and Printing Service Branch Office, NORDIV)

Point Mugu, CA (Publications and Printing Service Detachment Office, WESTDIV)

Portsmouth, NH (Publications and Printing Service Detachment Branch Office, NORDIV)

Portsmouth, VA (Publications and Printing Service Branch Office, SOEASTDIV)

Quantico, VA (Marine Corps Base)

Roosevelt Roads, PR (Publications and Printing Service Detachment Branch Office, SOEASTDIV)

Rota, Spain (Publications and Printing Service Detachment Branch Office, SOEASTDIV)

San Diego, CA (Publications and Printing Service Office, WESTDIV)

Subic Bay, Republic of the Philippines (Publications and Printing Service Detachment Branch Office, WESTDIV)

Suitland, MD (Naval Intelligence Support Center)

Vallejo, CA (Publications and Printing Service Branch Office, WESTDIV)

Washington, DC (Defense Printing Service Office, DPS)

Washington, DC (Publications and Printing Service Branch Office, DPS, Naval Research Laboratory)

Washington, DC (Publications and Printing Service Branch Office, DPS, Old Executive Office Building)

White Oak, MD (Publications and Printing Service Branch Office, DPS, Naval Surface Weapons Center)

Yokosuka, Japan (Publications and Printing Service Detachment Branch Office, WESTDIV)

NUCLEAR REGULATORY COMMISSION:
Bethesda, MD

OFFICE OF PERSONNEL MANAGEMENT:
Washington, DC

PANAMA CANAL COMMISSION:
La Boca, Republic of Panama

RAILROAD RETIREMENT BOARD:
Chicago, IL

SECURITIES AND EXCHANGE COMMISSION:
Washington, DC

STATE, DEPARTMENT OF:
Washington, DC

TRANSPORTATION, DEPARTMENT OF:
Washington, DC

TREASURY, DEPARTMENT OF THE:
Departmental Printing Plant (Washington, DC)

INTERNAL REVENUE SERVICE:
Washington, DC

U.S. INFORMATION AGENCY:
Washington, DC

U.S. INTERNATIONAL TRADE COMMISSION:
Washington, DC

U.S. POSTAL SERVICE:
Washington, DC

PLANT LISTING BY REGIONS

(February 1986)

REGION 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont):

MASSACHUSETTS:

Air Force, Department of:

Hanscom Air Force Base, Bedford

Army, Department of:

Research and Development Center, Natick

U.S. Army Materials and Mechanics Research Center, Watertown

General Services Administration:

Boston

NEW HAMPSHIRE:

Navy, Department of:

Navy Publications and Printing Service Detachment Branch Office, NORDIV, Naval Shipyard, Portsmouth

RHODE ISLAND:

Navy, Department of:

Navy Publications and Printing Service Detachment Office, NORDIV, Newport

REGION 2 (Delaware, New Jersey, New York, Pennsylvania):

NEW JERSEY:

Army, Department of:

Eastern Area, MTMC, Bayonne

U.S. Army Armament Research and Development Command, Dover

U.S. Army Communications and Electronics Command, Fort Monmouth

NEW YORK:

Army, Department of:

U.S. Military Academy, West Point

Energy, Department of:

Associated Universities, Inc., Upton (Brookhaven National Labs, Ridge, Long Island)

Knolls Atomic Power Laboratory, Schenectady

Government Printing Office:

New York City

Justice, Department of:

Ray Brook

Navy, Department of:

Navy Publications and Printing Service Detachment Office, NORDIV, Brooklyn

PENNSYLVANIA:

Army, Department of:

Army Depot, New Cumberland

Army Depot, Tobyhanna

REGION 2 (Delaware, New Jersey, New York, Pennsylvania)—Continued
PENNSYLVANIA—Continued
Army, Department of—Continued
Letterkenny Army Depot, Chambersburg
U.S. Army Engineer District, Pittsburgh
U.S. Army War College, Carlisle Barracks
Defense Logistics Agency:
Defense Personnel Support Center, Philadelphia
Energy, Department of:
Bettis Atomic Power Laboratory, Pittsburgh
General Services Administration:
Philadelphia
Navy, Department of:
Navy Publications and Printing Service Detachment Office, NORDIV, Mechanicsburg
Navy Publications and Printing Service Office, NORDIV, Philadelphia
Navy Publications and Printing Service Branch Office, NORDIV, Naval Base, Philadelphia

REGION 3 (Maryland, North Carolina, Virginia, Washington, DC):
MARYLAND:
Administrative Office of the U.S. Courts:
Publications Facility, Forestville
Air Force, Department of:
Andrews Air Force Base, Camp Springs
Army, Department of:
Fort George G. Meade
Proving Ground, Aberdeen
U.S. Army Engineer District, Baltimore
Defense Mapping Agency:
Hydrographic/Topographic Center, Brookmont
Health and Human Services, Department of:
Social Security Administration, Baltimore
National Aeronautics and Space Administration:
Goddard Space Flight Center, Greenbelt
National Security Agency:
Fort George G. Meade
Navy, Department of:
Naval Intelligence Support Center, Suitland
Navy Publications and Printing Service Branch Office, DPS, Indian Head
Navy Publications and Printing Service Branch Office, DPS, Naval Academy, Annapolis
Navy Publications and Printing Service Branch Office, DPS, Naval Surface Weapons Center, White Oak
Navy Publications and Printing Service Detachment Branch Office, DPS, Naval Air Test Center, Patuxent River
Nuclear Regulatory Commission:
Bethesda
NORTH CAROLINA:
Army, Department of:
XVIII Air Borne Corps and Fort Bragg, Fort Bragg
Commerce, Department of:
National Oceanic and Atmospheric Administration, Asheville

REGION 3 (Maryland, North Carolina, Virginia, Washington, DC)—Continued
NORTH CAROLINA—Continued
Interior, Department of:
Cherokee High School, Cherokee
Navy, Department of:
Marine Corps Base, Camp Lejeune
VIRGINIA:
Air Force, Department of:
Langley Air Force Base, Hampton (Headquarters, 480th Reconnaissance Technical Group)
Langley Air Force Base, Hampton (Headquarters, 4500th Field Printing Squadron)
Army, Department of:
U.S. Army Information Systems Command, Fort Belvoir
U.S. Army Quartermaster Center and Fort Lee, Fort Lee
U.S. Army Training and Doctrine Command, Fort Monroe
U.S. Army Transportation Center and Fort Eustis, Fort Eustis
Defense Logistics Agency:
Defense Technical Information Center, Alexandria
Defense Mapping Agency:
Defense Mapping School, Fort Belvoir
Interior, Department of:
Geological Survey Map Plant, Reston
National Aeronautics and Space Administration:
Langley Research Center, Hampton
Navy, Department of:
Commander in Chief, Atlantic Fleet, Norfolk
Marine Corps Base, Quantico
Navy Publications and Printing Service Branch Office, DPS, Dahlgren
Navy Publications and Printing Service Branch Office, SOEASTDIV, Portsmouth
Navy Publications and Printing Service Detachment Office, SOEASTDIV, Norfolk
WASHINGTON, DC:
Agriculture, Department of:
Office of Operations
Air Force, Department of:
Headquarters, U.S. Air Force, Pentagon
Army, Department of:
Armed Forces Institute of Pathology
National Defense University
Commerce, Department of:
National Oceanic and Atmospheric Administration
Office of Administrative Services Operations
Defense Intelligence Agency:
Bolling Air Force Base
Environmental Protection Agency
Federal Communications Commission
Federal Energy Regulatory Commission
Federal Trade Commission
General Accounting Office
General Services Administration
Government Printing Office:
Central Office
Rapid Response Center (RRC)

REGION 3 (Maryland, North Carolina, Virginia, Washington, DC)—Continued
WASHINGTON, DC—Continued
Housing and Urban Development, Department of
Interior, Department of:
Main Plant
Justice, Department of:
Federal Bureau of Investigation
Headquarters, Publications Service
Labor, Department of
Library of Congress
National Labor Relations Board
Navy, Department of:
Defense Printing Service Office, DPS
Navy Publications and Printing Service Branch Office, DPS, Naval Research Laboratory
Navy Publications and Printing Service Branch Office, DPS, Old Executive Office Building
Office of Personnel Management
Securities and Exchange Commission
State, Department of
Transportation, Department of
Treasury Department:
Departmental Printing Plant
Internal Revenue Service
U.S. Information Agency
U.S. International Trade Commission
U.S. Postal Service

REGION 4 (Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee):
ALABAMA:
Air Force, Department of:
Gunter Air Force Base, Montgomery
Army, Department of:
Army Depot, Anniston
U.S. Army Aviation Center and Fort Rucker, Fort Rucker
U.S. Army Engineer District, Mobile
U.S. Army Missile Command, Redstone Arsenal, Huntsville
FLORIDA:
Air Force, Department of:
Eglin Air Force Base, Valparaiso
Patrick Air Force Base, Cocoa Beach
Army, Department of:
U.S. Army Engineer District, Jacksonville
National Aeronautics and Space Administration:
Kennedy Space Center
Navy, Department of:
Navy Publications and Printing Service Detachment Branch Office, SOEASTDIV, Orlando
Navy Publications and Printing Service Detachment Office, SOEASTDIV, Jacksonville
Navy Publications and Printing Service Detachment Office, SOEASTDIV, Pensacola
GEORGIA:
Air Force, Department of:
Robins Air Force Base, Macon

REGION 4 (Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee)—Continued

GEORGIA—Continued

Army, Department of:

U.S. Army Engineer District, Savannah

U.S. Army Forces Command, Fort McPherson, Atlanta

U.S. Army Infantry Center, Fort Benning

U.S. Army Signal Center and Fort Gordon, Fort Gordon

General Services Administration:

Atlanta

MISSISSIPPI:

Air Force, Department of:

Keesler Air Force Base, Biloxi

Army, Department of:

U.S. Army Engineer Waterways Experiment Station, Vicksburg

SOUTH CAROLINA:

Energy, Department of:

Savannah River Operations Office, Aiken

Navy, Department of:

Navy Publications and Printing Service Office, SOEASTDIV, Charleston

TENNESSEE:

Air Force, Department of:

Arnold Engineering Development Center, Tullahoma

Army, Department of:

U.S. Army Engineer District, Nashville

Energy, Department of:

Martin Marietta Energy Systems, Inc., K-25 Plant, Oak Ridge

Office of Scientific and Technical Information, Oak Ridge

REGION 5 (Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin):

ILLINOIS:

Air Force, Department of:

Scott Air Force Base

Army, Department of:

Army Depot Activity, Savanna

U.S. Army Armament Command, Rock Island

Energy, Department of:

University of Chicago, Argonne National Laboratory, Argonne

Government Printing Office:

Chicago

Navy, Department of:

Navy Publications and Printing Service Detachment Office, NORDIV, Great Lakes

Railroad Retirement Board:

Chicago

INDIANA:

Army, Department of:

U.S. Army Soldier Support Center, Fort Benjamin Harrison

Navy, Department of:

Naval Weapons Support Center, Crane

KENTUCKY:

Army, Department of:

U.S. Army Armor School and Fort Knox, Fort Knox

U.S. Army Engineer District, Louisville

REGION 5 (Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin)—Continued

KENTUCKY—Continued

Justice, Department of:

Ashland

Lexington

Navy, Department of:

Navy Publications and Printing Service Detachment Branch Office, NORDIV (Naval Ordnance Station), Louisville

MICHIGAN:

Defense Logistics Agency:

Defense Logistics Services Center, Battle Creek

OHIO:

Air Force, Department of:

Wright-Patterson Air Force Base, Dayton:

Air Force Logistics Command

Foreign Technology Division

Energy, Department of:

Goodyear Atomic Corp., Piketon

Monsanto Research Corp., Miamisburg

General Services Administration:

Cincinnati

National Aeronautics and Space Administration:

Lewis Research Center, Cleveland

Navy, Department of:

Navy Publications and Printing Service Detachment Branch Office, NORDIV, Cleveland

WEST VIRGINIA:

Army, Department of:

U.S. Army Engineer District, Huntington

REGION 6 (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota):

KANSAS:

Army, Department of:

Combined Arms Center and Fort Leavenworth, Fort Leavenworth

Disciplinary Barracks, Fort Leavenworth

Fort Riley (1st Infantry Division and Fort Riley) (Vocational School)

Interior, Department of:

Haskell Indian Junior College, Lawrence

Justice, Department of:

Leavenworth

MINNESOTA:

Justice, Department of:

Sandstone

MISSOURI:

Army, Department of:

U.S. Army Aviation Systems Command, St. Louis

U.S. Army Engineer District, Kansas City

U.S. Army Training Center Engineers and Fort Leonard Wood, Fort Leonard Wood

Defense Mapping Agency:

Aerospace Center, St. Louis

General Services Administration:

Kansas City

St. Louis

REGION 6 (Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota)—Continued

NEBRASKA:

Air Force, Department of:

Offutt Air Force Base, Omaha

Army, Department of:

U.S. Army Engineer Division, Omaha

REGION 7 (Arkansas, Louisiana, Oklahoma, Texas):

ARKANSAS:

Army, Department of:

U.S. Army Engineer District, Little Rock

LOUISIANA:

National Aeronautics and Space Administration:

Michoud Assembly Facility, New Orleans

Navy, Department of:

Navy Publications and Printing Service Detachment Office, SOEASTDIV, New Orleans

OKLAHOMA;

Air Force, Department of:

Tinker Air Force Base, Oklahoma City

Army, Department of:

U.S. Army Ammunition Plant, McAlester

U.S. Army Engineer District, Tulsa

U.S. Army Field Artillery Center and Fort Sill, Fort Sill

TEXAS:

Agriculture, Department of:

Soil Conservation Service, Fort Worth

Air Force, Department of:

Kelly Air Force Base, San Antonio:

Air Force Electronic Security Command

Air Logistics Center

Sheppard Air Force Base, Wichita Falls

Army, Department of:

Red River Army Depot, Texarkana

U.S. Army Air Defense Center and Fort Bliss, Fort Bliss

General Services Administration:

Fort Worth

National Aeronautics and Space Administration:

Johnson Space Center, Houston

REGION 8 (Colorado, New Mexico, Utah, Wyoming):

COLORADO:

Air Force, Department of:

U.S. Air Force Academy, Colorado Springs

Energy, Department of:

Rockwell International, Golden

Government Printing Office:

Denver

NEW MEXICO:

Army, Department of:

White Sands Missile Range, Las Cruces

Defense Nuclear Agency:

Kirtland Air Force Base (East), Albuquerque

Energy, Department of:

Los Alamos National Laboratory, Los Alamos

Sandia National Laboratories, Albuquerque

REGION 8 (Colorado, New Mexico, Utah, Wyoming)—Continued
NEW MEXICO—Continued
Interior, Department of:
Institute of American Indian Art, Santa Fe
Southwestern Indian Polytechnic Institute, Albuquerque
UTAH:
Air Force, Department of:
Hill Air Force Base, Ogden
Army, Department of:
Proving Ground, Dugway
General Services Administration:
Salt Lake City

REGION 9 (Arizona, California, Nevada):
ARIZONA:
Army, Department of:
Proving Ground, Yuma
U.S. Army Information Systems Command, Fort Huachuca
Interior, Department of:
Phoenix Indian High School, Phoenix
CALIFORNIA:
Air Force, Department of:
Edwards Air Force Base, Muroc
McClellan Air Force Base, Sacramento
Vandenberg Air Force Base, Lompoc
Army, Department of:
Army Base, Oakland
Army Depot, Sacramento
Defense Language Institute, Foreign Language Center, Monterey
Presidio of, San Francisco
Sharpe Army Depot, Lathrop
U.S. Army Engineer District, Los Angeles
U.S. Army Engineer District, Sacramento
Western Area, MTMC, Oakland
Energy, Department of:
University of California, Berkeley
University of California, Livermore
Government Printing Office:
San Francisco
Justice, Department of:
Lompoc
National Aeronautics and Space Administration:
Jet Propulsion Laboratory, Pasadena
Navy, Department of:
Naval Postgraduate School, Monterey
Navy Publications and Printing Service Branch Office, WESTDIV, Vallejo
Navy Publications and Printing Service Detachment Branch Office, WESTDIV, Naval Weapons Center, China Lake
Navy Publications and Printing Service Detachment Office, WESTDIV, Naval Supply Center, Oakland
Navy Publications and Printing Service Detachment Office, WESTDIV, Point Mugu
Navy Publications and Printing Service Office, WESTDIV, San Diego

REGION 9 (Arizona, California, Nevada):—Continued

NEVADA:

Energy, Department of:

Reynolds Electrical and Engineering Co., Inc., Mercury

REGION 10 (Idaho, Montana, Oregon, Washington):

IDAHO:

Energy, Department of:

EG & G Idaho, Inc., Idaho Falls

MONTANA:

General Services Administration:

Billings

OREGON:

Army, Department of:

U.S. Army Engineer District, Portland

Energy, Department of:

Bonneville Power Administration, Portland

WASHINGTON:

Army, Department of:

U.S. Army Engineer District, Walla Walla

Energy, Department of:

Rockwell Hanford Operations, Richland

Government Printing Office:

Seattle

Navy, Department of:

Navy Publications and Printing Service Branch Office, WESTDIV, Bangor

Navy Publications and Printing Service Detachment Office, WESTDIV, Bremerton

REGION 11 (Alaska):

ALASKA:

Army, Department of:

Fort Richardson, 172d Infantry Brigade, Anchorage

General Services Administration:

Juneau

REGION 12 (Hawaii):

HAWAII:

Navy, Department of:

Fleet Intelligence Center, Pacific, Pearl Harbor

Navy Publications and Printing Service Detachment Office, WESTDIV, Pearl Harbor

EUROPEAN, CARIBBEAN, AND PACIFIC PRINTING PLANTS

AIR FORCE, DEPARTMENT OF:
- Headquarters, 497th Reconnaissance Technical Group, Schierstein, Federal Republic of Germany
- Ramstein Air Base, Federal Republic of Germany

ARMY, DEPARTMENT OF:
- Burtonwood, England (backup to AG Support Center, Europe)
- Camp Market, Bupyong, Korea (AG Printing and Publications Center)
- Corozal, Panama (193d Infantry Brigade)
- Garmisch, Germany (U.S. Military Community Activity)
- Roedelheim, Germany (AG Support Center, Europe)

NAVY, DEPARTMENT OF:
- Antilles Consolidated Schooi System, Antilles High School, Fort Buchanan, PR
- Navy Publications and Printing Service Detachment Branch Office, SOEASTDIV, Guantanamo Bay, Cuba
- Navy Publications and Printing Service Detachment Branch Office, SOEASTDIV, Naples, Italy
- Navy Publications and Printing Service Detachment Branch Office, SOEASTDIV, Roosevelt Roads, PR
- Navy Publications and Printing Service Detachment Branch Office, SOEASTDIV, Rota, Spain
- Navy Publications and Printing Service Detachment Branch Office, WESTDIV, Guam, Marianas Islands
- Navy Publications and Printing Service Detachment Branch Office, WESTDIV, Okinawa, Ryukyu Islands
- Navy Publications and Printing Service Detachment Branch Office, WESTDIV, Subic Bay, Republic of the Philippines
- Navy Publications and Printing Service Detachment Branch Office, WESTDIV, Yokosuka, Japan
- U.S. Naval Activities, United Kingdom, London, England
- U.S. Naval Station, Keflavik, Iceland

PANAMA CANAL COMMISSION:
- Republic of Panama

FEDERAL PRINTING REGIONS

(Alaska is Region 11, and Hawaii is Region 12. Procurement offices have not yet been established.)

Existing/Proposed Satellite Offices

- ★ San Antonio, Texas
- ★ Charleston, South Carolina
- ★ San Diego, California
- ★ New Orleans, Louisiana
- ★ Oklahoma City, Oklahoma

GOVERNMENT PRINTING OFFICE REGIONAL PRINTING PROCUREMENT OFFICES

REGION 1
GPO Regional Printing Procurement Office
John F. Kennedy Federal Building
Government Center, Room 612
Boston, MA 02203
Phone: 617-223-7566 FTS 223-7566

REGION 2 (I)
GPO Regional Printing Procurement Office
Smylie Times Building
8001 Roosevelt Blvd.
Philadelphia, PA 19152
Phone: 215-951-5585 FTS: 486-5585

REGION 2 (II)
GPO Regional Printing Procurement Office
201 Varick St., Room 752
New York, NY 10014
Phone: 212-620-3321 FTS: 660-3321

REGION 3 (I)
U.S. Government Printing Office
Rapid Response Center (Procurement)
1st and N Sts. SE.
Washington, DC 20403
Phone: 202-755-2110 FTS: 755-2110

REGION 3 (II)
GPO Regional Printing Procurement Office
11836 Bunker Blvd., Suite 400
Newport News, VA 23606
Phone: 804-873-2800 FTS: 8-804-873-2800
Hampton does not have direct FTS available; to dial FTS include area code

REGION 4
GPO Regional Printing Procurement Office
R.B. Russell Federal Office Bldg.
75 Spring Street SW, Room 700
Atlanta, GA 30303
Phone: 404-331-5198 FTS: 242-5198

GPO Satellite Printing Procurement Office
L. Mendel Rivers Federal Bldg., Room 122
334 Meeting Street
Charleston, SC 29403
Phone: 803-724-4137 FTS: 677-4137

REGION 5 (I)
GPO Regional Printing Procurement Office
610 South Canal St., Room 1051
Chicago, IL 60607
Phone: 312-353-3916 FTS: 353-3916

REGION 5 (II)
GPO Regional Printing Procurement Office
200 North High St.
Federal Building, Room 614
Columbus, OH 43215
Phone: 614-469-6884 FTS: 943-6884

REGION 6
GPO Regional Printing Procurement Office
210 North Tucker Blvd., Room 216
St. Louis, MO 63101
Phone: 314-425-4371 FTS: 279-4371

REGION 7
GPO Regional Printing Procurement Office
U.S. Courthouse & Federal Office Building
Room 3D4, 1100 Commerce St.
Dallas, TX 75242
Phone: 214-767-0451 FTS: 729-0451

GPO Satellite Printing Procurement Office
Building 1552, Door Two
Kelly Air Force Base, TX 78241
Phone: 512-229-4775 FTS: 730-4775

GPO Satellite Printing Procurement Office
Building 206 (West Wing, North Side)
Tinker Air Force Base, OK 73145-5000

REGION 8
GPO Regional Printing Procurement Office
Denver Federal Center
Building 53, Room D-1010
Denver, CO 80225
Phone: 303-236-5292 FTS: 776-5292

REGION 9 (I)
GPO Regional Printing Procurement Office
Room 2W26, Federal Office Building
15000 Aviation Boulevard
Lawndale, CA 90261
Phone: 213-297-1650 FTS: 984-1650

GPO Satellite Printing Procurement Office
Federal Building, Room 2-S-16
880 Front St.
San Diego, CA 92188-0016
Phone: 619-293-6390 FTS: 895-6390

REGION 9 (II)
GPO Regional Printing Procurement Office
Building 99, Treasure Island
San Francisco, CA 94130
Phone: 415-974-0847 FTS: 454-0847

REGION 10
GPO Regional Printing Procurement Office
4735 East Marginal Way South
Seattle, WA 98134
Phone: 206-764-3726 FTS: 399-3726

Letters to Agencies and Departments From the Joint Committee on Printing

CLAIBORNE PELL, SENATOR FROM RHODE ISLAND, CHAIRMAN
FRANK THOMPSON JR., REPRESENTATIVE FROM NEW JERSEY, VICE CHAIRMAN
HOWARD W. CANNON, SENATOR FROM NEVADA
MARK O. HATFIELD, SENATOR FROM OREGON
AUGUSTUS F. HAWKINS, REPRESENTATIVE FROM CALIFORNIA
WILLIAM L. DICKINSON, REPRESENTATIVE FROM ALABAMA
DENVER DICKERSON, STAFF DIRECTOR

Congress of the United States
Joint Committee on Printing

COMMITTEE ROOM
S-151, U.S. CAPITOL
PHONE: 224-5241

ADDRESS MAIL TO—
CONGRESS
JOINT COMMITTEE ON PRINTING
% U.S. SENATE P.O.
WASHINGTON, D.C. 20510

December 18, 1978

TO THE HEADS OF ALL DEPARTMENTS AND AGENCIES:

This is to call to your attention an action of the Joint Committee on Printing regarding the size of government stationery. The JCP has unanimously adopted a new standard paper size -- 8-1/2 x 11 inches -- effective January 1, 1980.

This new size, which conforms to that of the private sector, applies to stationery and related correspondence type materials such as letterheads, copy sets, second sheets, carbon paper, and electrostatically copied reports. It does not apply to any printed products.

The effective date was set at January 1, 1980 to enable all departments and agencies to dispose of their current stocks of 8 x 10-1/2 inch stationery.

The General Services Administration will amend existing regular regulations or issue new ones for implementing the new federal paper size standard.

Ever sincerely,

Claiborne Pell
Chairman

FRANK THOMPSON, JR., NEW JERSEY, Chairman
CLAIBORNE PELL, RHODE ISLAND, Vice Chairman
JOHN CULVER, IOWA
WILLIAM L. DICKINSON, ALABAMA
HOWARD W. CANNON, NEVADA
MARK O. HATFIELD, OREGON
DENNIS DICKERSON, Staff Director

COMMITTEE ROOM
S-151, U.S. CAPITOL
WASHINGTON, D.C. 20510
PHONE 224-5241

Congress of the United States
Joint Committee on Printing

February 15, 1979

TO THE HEADS OF ALL DEPARTMENTS AND AGENCIES:

The Joint Committee on Printing (JCP) has been requested to explain the application of Government Printing and Binding Regulations No. 24 (April, 1977) to certain types of composition, printing, binding, and related or auxiliary equipment utilizing newly developed or improved processes or new principles of operation, particularly those identified as electronic printing systems or total integrated printing systems connected with applications of computer technology.

An electronic printing system or total integrated printing system may consist of two or more equipment types such as those described in, but not restricted to, those listed on pages 5 through 9 of Government Printing and Binding Regulations. For instance, a system may be based on the intended use or functional capabilities for performing composition, with or without platemaking, the reproduction of an image, and sorting/collating of printed pages. At least one major manufacturer is currently marketing an electronic printing system, utilizing computer technology to produce a printed product.

The Joint Committee has concluded that electronic printing systems, total integrated printing systems or any individual component utilizing computer technology, dedicated to printing processes are subject to the provisions of title 44 of the U.S. Code. Consequently, approval by the Joint Committee on Printing is required prior to acquisition in accordance with the provisions of the Government Printing and Binding Regulations, regardless of procurement classification by General Services Administration (Federal Supply Service).

This directive is in accordance with title 44, of the U.S. Code and particularly Government Printing and Binding Regulations, paragraph 11 entitled "New Processes," paragraph 30 entitled "Central Printing and Publications Management Organization," and paragraph 42 entitled "Responsibility for Application and Enforcement of Regulations."

You are requested to make distribution of this letter throughout your organization to all personnel vested with decision-making responsibilities for the acquisition of printing equipment or automatic data processing equipment.

Written acknowledgement of the receipt of this directive is requested.

Cordially,

Frank Thompson, Jr.
Chairman

AUGUSTUS F. HAWKINS, Representative from Calif., Chairman
JOSEPH M. GAYDOS, Representative from Pa.
ED JONES, Representative from Tenn.
LYNN MARTIN, Representative from Ill.
ROD CHANDLER, Representative from Wash.

THOMAS J. KLEE, Staff Director
ANTHONY J. ZAGAMI, General Counsel
RICHARD OLSZEWSKI, Deputy Staff Director
FAYE M. FADGETT, Assistant Staff Director

Congress of the United States
Joint Committee on Printing

CHARLES McC. MATHIAS, JR., Senator from Md., Vice Chairman
MARK O. HATFIELD, Senator from Oreg.
HOWARD H. BAKER, JR., Senator from Tenn.
WENDELL H. FORD, Senator from Ky.
CLAIBORNE PELL, Senator from R.I.

S-151, U.S. Capitol
Washington, D.C. 20510
Phone: 224-8241

June 20, 1983

TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

The current Government Printing and Binding Regulations that are prescribed by the Joint Committee on Printing were issued in 1977. Due to the passage of time and advances in technology, these regulations are out-of-date in many significant respects. Accordingly, the Joint Committee has instructed its staff to revise and update the regulations for issuance in the near future. As the revision process has proceeded, it has become clear that the new regulations will substantially alter the current regulatory scheme. Departments will likely be asked to submit annual plans outlining the full scope of their printing activities. Once a plan has been examined and accepted by the Joint Committee, departments will no longer need to request Committee approval of specific items of equipment. In the same vein, the current concept of "authorized" printing plants and Joint Committee "controlled" equipment may be altered.

With this new scheme in prospect, the Joint Committee wishes to advise departments and agencies that requests for equipment that is currently "controlled" and prohibited in duplicating facilities, will be considered by the Joint Committee. Where, for example, the image area of a duplicating press might restrict its location to an authorized printing plant, an exception may be granted by the Joint Committee when it is clearly demonstrated that the equipment is the most economical and efficient replacement equipment available.

Please be advised therefore, that in the period of transition leading up to the issuance of new regulations, the Joint Committee will entertain all such requests.

Sincerely,

Augustus F. Hawkins
Chairman

Please add this page to the Government Printing and Binding Regulations, issued by the Joint Committee on Printing, April 1986

AUGUSTUS F. HAWKINS, Representative from Calif., Chairman
JOSEPH M. GAYDOS, Representative from Pa.
ED JONES, Representative from Tenn.
BARBARA F. VUCANOVICH, Representative from Nev.
PAT ROBERTS, Representative from Kans.

THOMAS J. ELEIS, Staff Director
ANTHONY J. ZAGAMI, General Counsel
RICHARD OLSZEWSKI, Deputy Staff Director
FAYE M. PADGETT, Assistant Staff Director

CHARLES McC. MATHIAS, JR., Senator from Md., Vice Chairman
MARK O. HATFIELD, Senator from Ohio
HOWARD M. BAKER JR., Senator from Tenn.
WENDELL H. FORD, Senator from Ky.
CLAIBORNE PELL, Senator from R.I.

S-151 U.S. Capitol
Washington, D.C. 20510
Phone: 224-5241

Congress of the United States
Joint Committee on Printing

March 13, 1984

TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

As you know, the Joint Committee on Printing (JCP) is in the process of revising its Government Printing and Binding Regulations, last issued in 1977. As we continue our work on the Regulations, the Joint Committee wishes to bring to your attention a matter of concern to us and to your Department.

The current Regulations (Paragraph 4-1) state that "No printing plant may be operated by a commercial contractor without prior approval of the Joint Committee on Printing". This prohibition does not extend to the many duplicating facilities throughout the Federal Government. However, the revised regulations are expected to include a similar prohibition for "any location where printing is performed, including,...departmental printing plants, duplicating centers...(etc.)".

It is our understanding that some Federal agencies are considering the implementation of A-76 studies directed at duplicating centers within their jurisdiction. The JCP would like to remind you that printing is exempt from OMB Circular A-76. We believe direct-deal duplicating agreements with private sector firms to be more beneficial and more cost effective than the Government-owned Contractor-Operated (GOCO) arrangement contemplated through A-76 procedures.

The Joint Committee on Printing has already instructed the United States Government Printing Office (GPO) to establish large direct-deal duplicating contracts for use by Federal agencies. These large volume contracts, which would be competitively bid by private sector entities, should result in substantial savings to the Government in the event that Departments and agencies choose to discontinue in-house duplicating activities.

Since duplicating and copying will be included in the new definition of printing, the JCP will appreciate your cooperation in postponing or not pursuing the GOCO alternative for duplicating until the new direct-deal contracts are implemented.

Your forbearance will help avoid confusion in the future and could quite possibly save substantial sums. Please be assured that the JCP will work closely with your Department to develop the least expensive and most efficient alternatives to in-house duplicating.

With best regards,

Sincerely,

Augustus F. Hawkins
Chairman

5b a

CHARLES McC. MATHIAS, JR., SENATOR FROM MARYLAND, CHAIRMAN
MARK O. HATFIELD, SENATOR FROM OREGON
TED STEVENS, SENATOR FROM ALASKA
WENDELL H. FORD, SENATOR FROM KENTUCKY
DENNIS DeCONCINI, SENATOR FROM ARIZONA

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FAYE M. PADGETT, ASSISTANT STAFF DIRECTOR

Congress of the United States
Joint Committee on Printing

FRANK ANNUNZIO, REPRESENTATIVE FROM ILLINOIS, VICE CHAIRMAN
JOSEPH M. GAYDOS, REPRESENTATIVE FROM PENNSYLVANIA
ED JONES, REPRESENTATIVE FROM TENNESSEE
ROBERT E. BADHAM, REPRESENTATIVE FROM CALIFORNIA
PAT ROBERTS, REPRESENTATIVE FROM KANSAS

818 HART SENATE OFFICE BLDG.
WASHINGTON, DC 20510
PHONE 224-9241

September 23, 1985

TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

Owing to many changes in technology, the Joint Committee on Printing requires a broader perspective of agencies' printing and publishing activities in order to perform its oversight mission effectively. For that reason, I am requesting each department and agency to submit a comprehensive printing program plan to the Joint Committee on an annual basis. The plan should include the full range of printing and distribution activities anticipated for the 1987 fiscal year and projections for the two following years. Plans should be submitted no later than the date of submission to Congress of requests for authorization and appropriations. Your efforts in compiling this plan should result in improved management of individual department and agency programs.

Each submission should contain the following:

-- A brief statement of the department's mission and the role that printing and distribution play in meeting that mission;

-- A statement of the policies that are followed in fulfillment of printing and distribution requirements;

-- A discussion of management strategies and tactical planning to be employed in fulfillment of specific goals;

-- An assessment of prior years' performance and accomplishments in achieving the department's goals;

-- Any other information considered necessary to provide a full understanding of the department's management and planning of printing and distribution activities;

-- A description of the numbers and types of printing environments at specific locations, keyed to existing departmental organizations;

-- The volume of production anticipated both in departmental printing environments and through the Government Printing Office;

-- A listing of new equipment required to meet departmental needs with appropriate justification, including purpose, location and cost;

-- Plans for implementation of new processes and research and development projects that affect printing;

-- The number and types of Government publications to be published and the anticipated distribution methods to be used;

-- The number and titles of all Government publications, e.g., monographs and journals, for which the department intends to seek a private sector publisher;

-- The number of articles which the department intends to publish in privately published journals or compilations; including the names of the journals and compilations, the number of articles to be published in each, and the total dollar amount of page charges to be paid;

-- A description of all Government publication user fee programs; and

-- The procedures used to notify the Superintendent of Documents of intent to publish and the procedures used to provide all required copies of Government publications to the Superintendent of Documents.

Joint Committee staff will be available to work closely with your organization to assist in preparing the plan. Your cooperation in this matter will be greatly appreciated by the Joint Committee on Printing.

With best regards,

Sincerely,

Charles McC. Mathias, Jr.
Chairman

CHARLES McC. MATHIAS, JR. SENATOR FROM MARYLAND, CHAIRMAN
MARK O. HATFIELD, SENATOR FROM OREGON
TED STEVENS, SENATOR FROM ALASKA
WENDELL H. FORD, SENATOR FROM KENTUCKY
DENNIS DeCONCINI, SENATOR FROM ARIZONA

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Congress of the United States
Joint Committee on Printing

THOMAS J. KLEE, STAFF DIRECTOR
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WASHINGTON, DC 20510
PHONE: 224-5241

March 13, 1986

TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

The Committee wishes to inform Departments and Agencies that the semi-annual submission of the "Printing Plant Report" (JCP Form 1) is no longer required. Although the mid-fiscal year Form 1 does not contain "cost information," it has been used to compare units produced on each piece of equipment. The Committee believes that the information required in Parts II and III can be accumulated and reported annually on the existing Form 1. The present Form 1 can be treated as an annual report until the Committee issues new reporting forms, which are now being developed. Please indicate clearly on the report submitted that it is an annual report.

Although this change in the reporting period relieves the Departments and Agencies from formally preparing printing plant production data at mid-year, the Committee requests each Department and Agency to continue collecting and maintaining this information throughout the year. Use of this data throughout the year will aid each organization in properly managing its printing-related operations. On occasion, the Committee will request this information on a partial-year basis when conducting a review of specific facilities.

The "Commercial Printing Report" (JCP Form 2) must continue to be submitted semi-annually, since it keeps the Committee informed of work being directly procured in the private sector and indicates if there are violations of paragraph 49-2 of the regulations.

With best wishes,

Sincerely,

Charles McC. Mathias, Jr.
Chairman